

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**EXECUTIVE EQUAL OPPORTUNITY SPECIALIST  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin Code, for making classification decisions relative to present and future professional positions located at the Department of Administration, Division of Personnel Management (DPM) which assist and monitor the affirmative action plan and program development activities of state agencies. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series but is intended to serve will not specifically identify every eventuality or combination of duties and responsibilities of as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses professional positions located at the Department of Administration, Division of Personnel Management (DPM), Bureau of Affirmative Action which assist and monitor the affirmative action plan and program development activities of state agencies. Positions allocated to this series perform duties ranging from routine to the most complex in the various functions comprising the equal employment/affirmative action activities and initiatives of DPM and other state agencies. Positions allocated to this classification must meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), Wis. Stats.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and confidential as defined in s. 111.81(15) and (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which are engaged in the administration of an agency's affirmative action/equal opportunity program by leading or supervising other positions allocated to the Equal Opportunity Program Specialist classification series for a majority of the time, and are more appropriately classified as Equal Opportunity Program Officer.
3. Positions which perform a wide range and combination of activities in equal opportunity program areas in a state agency other than the Division of Personnel Management for a majority of the time and are more appropriately classified as Equal Opportunity Program Specialist.
4. Positions which are engaged in investigating and resolving civil rights, labor standards, prevailing wage, and other complaints relating to selected actions by state agencies in their capacity as an employer for a majority of the time, and are more appropriately classified as Equal Rights Officer.
5. Positions which perform a wide range and combination of professional-level activities in connection with a state agency's external program responsibilities in such areas as affirmative action, equal employment opportunity, or other similar equal opportunity and non-discrimination programs and activities for a majority of the time, but are not confidential, as defined in s. 111.81 (7), Wis. Stats., and are more appropriately classified as Equal Opportunity Specialist.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Entrance into this classification series is by competition. Progression to the senior level is typically through reclassification, as the employee satisfactorily attains the specified training, education, or experience.

## II. DEFINITIONS

### EXECUTIVE EQUAL OPPORTUNITY SPECIALIST

Positions at this level perform any combination of the duties described at the Senior level under close, progressing to general supervision.

### EXECUTIVE EQUAL OPPORTUNITY SPECIALIST-SENIOR

This is professional, confidential work related to the development and monitoring of state agencies' affirmative action plans. Positions allocated to this classification provide assistance to and monitor the affirmative action plan and program development activities of state agencies; independently develop and implement major phases of the State's comprehensive affirmative action program; participate with other staff members in all aspects of program development, administration, and evaluation within the Division of Affirmative Action; and function as a program expert and consultant in one of the broad categories of

equal opportunity programs or in a single program where the program is highly complex and involves substantial state and federal regulations, court cases and legal interpretations, varied application to state agencies, organize, coordinate statewide events/programs and specific reporting and/or compliance requirements. Work is performed under general supervision.

**Representative Position:**

Under the general direction of the Bureau Director, lead the work of the Bureau of Affirmative Action (BAA). Plan and direct the development of state agency equal employment opportunity/affirmative action plans, compliance audit policies and procedures, training, outreach, and technical assistance services. Assist the State Council on Affirmative Action (SCAA). Recommend state and rule changes to the Division Administrator, Deputy Division Administrator and Bureau Director.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions located at the Department of Employment Relations which assist and monitor the affirmative action plan and program development activities of state agencies. This classification series replaces the Executive Equal Opportunity Specialist-Entry and Journey classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented employees.

This classification series was updated, effective August 9, 2015, and announced in Bulletin DPM-0404-CC/SC to provide general language updates.

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